

BOARD SUMMARY
JANUARY 6, 2015

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OATH OF OFFICE

1. The Oath of Office was administered to the following officials elected in November, 2014: Commissioner Vern Massie; Commissioner Ed Smith; Commissioner Cal Johannsen; Sheriff, Cory Aukes; and County Attorney, Don Dearstyne
2. Elected Dan Stacey as the 2015 chairman and Matt Dotta as vice chairman of the Hubbard County Board.
3. Approved the agenda, as amended adding the following: Spearhead Lake issue during Land Records – ESO and Confession of Judgment; and payment review procedure during Finance/Auditor/Treasurer.

CONSENT AGENDA

4. Approved the Consent Agenda, as submitted to include the following:
 - Approved the minutes of the December 16, 2014 Regular Meeting
 - Adopted the use of Modified Roberts Rules of Order
 - Approved the bills & Auditor's Warrants dated 12/19, 12/26/14 & 01/02/15
 - Approve the following license applications: **Sunday and On-Sale** – Dorset Café, Henrietta Township
 - Approve the Social Services bills.
 - Adopted **Resolution No. 01061501** accepting the following LEC donations: Rev. Jean McKinney - \$50.00 for Jail Ministry and an anonymous donor - \$25.00 for K-9 Vest.
 - Reviewed the Road & Bridge Financial Statement for YTD 10/31/14 & 11/30/14.
 - Reviewed the 2014 Bridge Inspection and Ratings Summary Report

LEGAL NEWSPAPER BID OPENING

5. Adopted the **Resolution No 01061502** and accepted the bid of the Northwoods Press as legal newspaper for 2014 for the publication of the Delinquent Tax List and other Legal Notices and the printing of the first publication of Financial Statement.

PUBLIC WORKS

6. Adopted **Resolution No 01061503** identifying the Hubbard County prioritized bridge replacements, as recommended by the Highway Engineer.
7. Discussed the consideration of implementing a Transportation Sales & Use Tax in 2015 to be used for county road maintenance. No action taken at this time.
8. Approved the amendment of Recreational Cabin Lease #12 adding the following names, as recommended by the Land Commissioner: Jeffery Green, White Settlement, TX and Trevor Long, Chaska, MN.
9. Approved the renewal of U of M Hydrogeologic Station, ten year lease in the amount of \$100, as recommended by the Land Commissioner.
10. Reported results of timber auction held on 01/05/15 @ 9:00 a.m. at the Public Works building resulting in revenues in the amount of \$665,420.49.

COORDINATOR

11. Adopted **Resolution No. 01061504** establishing the Housing & Redevelopment Authority (HRA) Board membership to consist of five members representing each county commissioner district and one additional non-voting liaison representative from the county board.
12. Adopted Personnel Policy, Section 29 – Nursing Mother Policy, as recommended by the Personnel Policy Committee.

13. Cancelled the Board Work Session scheduled on 01/13/15.
14. Approved the summation of department manager evaluations conducted on 12/22/14, as required by M.S. §13D.05, Subd 3 (a).
15. Authorized Commissioner Massie's attendance of the Department Manager's meeting scheduled on 01/27/15 together with the Chair, to among other things begin the revision of the Department Manger's Handbook.
16. Approved a Grade 30 wage range for the Assistant Veteran Services Officer position, as recommended by the Classification Committee.

VETERAN SERVICES OFFICE

17. Authorized the filling of the Assistant Veteran Services Officer position at a Grade 30, step 1 wage, as discussed.
18. Authorized the Veteran Services Officer attendance of the National VSO Conference in Washington DC from 02/23 to 02/26/15 on county time, as requested with no travel, food or lodging expense to the County.

MAINTENANCE

19. Approved extension for Warnick's Janitorial Services for up to two months, as necessary per the recommendation of the Facilities Maintenance Manager to allow re-filling of custodian positions currently posted.
20. Approved LEC sally port #3 garage door repair by JHR Garage Doors, Nevis, MN in the amount of \$675, as recommended by the Facilities Maintenance Manager.
21. Accepted the resignation of Maintenance Tech, Ron Wells with regrets, effective 02/17/15, approved provision of recognition of service to the county and authorized the re-filling of the position per proper procedure, as recommended by the Facilities Maintenance Manager.

FINANCE/AUDITOR/TREASURER

22. Authorized the Finance/Auditor/Treasurer Department utilization of overtime, as needed to complete the year end reporting.
23. Authorized Treasurer to issue duplicate for check #6489 that was lost in the mail, as recommended by the Interim Treasurer.
24. Discussion was held regarding Confession of Judgment completed with no action to be taken.

LAND RECORDS

25. Scheduled a public hearing for the proposed Amendment 17 of Shoreland Ordinance No. 17 on 02/03/15 at 11:00 a.m.
26. Approved the Conditional Use Permit #4-CU-14 located in Henrietta Township, Parcel #13.20.00310, including the four conditions, omitting the last sentence of the fourth condition and adopted the Planning Commission Findings of Fact, as presented.
27. Approved annual zoning retainer for \$5,500 with Scott Anderson of Rupp, Anderson, Squires & Waldspurger, P.A., attorneys at law of Minneapolis. The hourly rates for services provided outside of retainer increased \$5/hour to \$175/hour for Anderson, Squires, Mace or Helmers and \$165/hour for Wagner, Edison, or Nierengarten.
28. Discussion was held regarding Spearhead Lake concerns presented by Commissioner Johannsen, with the Board feeling the matter was a DNR concern and no action was taken.

COORDINATOR

29. Approved payment of the 2015 AMC dues in the amount of \$10,580 to be paid from Commissioner budgeted monies.
30. Approved the Terms of Engagement letter of Hoffman, Philipp & Knutson for completion of 2014 Audit and authorized the signature of same by the Chair and the Coordinator.
31. Approved commissioner attendance of the PR League of Women Voters event on 01/06/15 at 6:30 p.m. entitled "Water: Why You Should Care" at the Northwoods Community Room.
32. Referred consideration of Phase II - Courthouse caulk quote for the court administration and probation area to the Construction Committee meeting to be held on 01/16/15, as discussed.
33. Requested Coordinator contact Vetter Johnson Architects to proceed with development of design to complete roof repair for old LEC and court area, as discussed.
34. Approved payment to New Life Communications, Willmar, MN in the amount of \$3,730.84 (312.79 + 3418.05) for re-installation of small courtroom sound system, with payment to be from construction contingency dollars.
35. There being no further business before the Board, the meeting was adjourned at 12:35 p.m.